

PROCTOR EMPLOYMENT APPLICATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Social Security No.: _____

Education			
School	Address	Dates Attended	Diploma/Degree Conferred
High School:			
College:			
Law School:			

Present employer : _____

Dates of employment: from _____ to _____ Reason for leaving: _____

Previous employer : _____

Dates of employment: from _____ to _____ Reason for leaving: _____

Who referred you to the State Bar Office of Admissions? (Please specify name) _____

Please provide two personal references, including their name, address and current phone number:

Reference 1: _____

Reference 2: _____

Have you ever been convicted of an offense other than a minor traffic violation?
(Conviction of a crime does not automatically prevent employment-all circumstances will
be considered.

☐ Yes ☐ No

If yes, explain: _____

Are you related to anyone employed by the Office of Admissions?

☐ Yes ☐ No

Are you related to anyone attending law school at this time or to a law school graduate
planning to take the California Bar Examination? IF YES, when does he or she anticipate
taking the California Bar Exam? _____

☐ Yes ☐ No

Have you ever been employed as a proctor for any other licensing board? IF YES, please
state which board, when and in what capacity? _____

☐ Yes ☐ No

Can you perform the essential functions of the job with or without accommodation? ☐ Yes ☐ No

If selected to proctor, do you anticipate car-pooling with another proctor? IF YES, ☐ Yes ☐ No
please print the full name : _____

Please check when you are available to work? ☐ February California Bar Examination
☐ June First Year Law Student's Examination
☐ July California Bar Examination
☐ October First Year Law Students' Examination

Please select up to 3 areas in which you would like to work. Also, please rank in order of preference (1 = 1st choice, 2 = 2nd choice, 3 = 3rd choice).

Northern California

_____ So. San Francisco - Writers or Typists (SF1)
_____ Oakland - Writers or Typists (SF2)
_____ Burlingame - Testing Accommodations (SF3)
_____ San Mateo - Writers or Typists (SF5)
_____ Sacramento - Writers or Typists (SA1)
_____ Sacramento - Testing Accommodations (SA2)

Southern California

_____ Los Angeles - Writers or Typists (LA1)
_____ Pasadena - Writers or Typists (LA2)
_____ Los Angeles - Testing Accommodations (LA3)
_____ Pomona / Ontario - Writers or Typists (LA4)
_____ San Diego - Writers (SD1)
_____ San Diego - Typists (SD2)
_____ San Diego - Testing Accommodations (SD3)

*** Please note the June & October First-Year Law Students' Examinations are only administered in the Los Angeles, Pasadena and San Francisco area.**

I declare that each of the answers given to the questions on this application are complete and true to the best of my knowledge. I understand that any misrepresentations or omissions may be cause for dismissal. I have read the Proctor Job Description and declare that I fully understand and agree to the duties and responsibilities stated. I authorize the investigation of all statements given in this application. I further authorize all governmental agencies to release to the Committee of Bar Examiners any information, files or records requested by the Committee in connection with the processing of this application. I understand that upon selection, fingerprints will be taken and that two identification documents establishing identity and employment eligibility must be provided.

Signature

Date

Send application to: Office of Admissions, 1149 South Hill Street, Los Angeles, CA 90015